

Come spend a day in Portland, Maine, learning about the ins and outs of navigating the federal procurement process and doing business with the Federal Government and its partners!

WHAT: Free one-day conference designed to provide valuable information to Minority-Owned, Women-Owned, Veteran-Owned and Disadvantaged Businesses, as well as small businesses in general, on contracting/procurement opportunities with the Federal Government and our partner agencies. Ample opportunities will be provided during the conference to meet with government and agency representatives.

AGENDA:

- 7:30 – 8:30 Registration/Continental Breakfast
8:30 – 9:30 Welcome/Conference Overview:
- U.S. Senator Susan M. Collins
 - Kevin Keogh, U.S. Department of Housing and Urban Development (HUD), New England Regional Director
 - A. Jo Baylor, Director, Office of Small and Disadvantaged Business Utilization, U.S. Dept. of Housing and Urban Development, Washington D.C.
- 9:30 – 9:45 Break
9:45 – 10:30 Concurrent Workshops
10:30 – 10:45 Break
10:45 – 11:30 Concurrent Workshops
11:30 – 11:45 Morning Wrap-up
11:45 – 1:15 Lunch Break*
1:15 – 2:00 Concurrent Workshops
2:00 – 2:30 Program Wrap-up

** Various federal, state and private agencies will be available throughout the day to offer valuable information and to answer your questions.*

WHEN: August 22, 2003, 7:30 am

WHERE: Portland, Maine

- Holiday Inn by the Bay, 88 Spring Street, Downtown Portland
- For directions and hotel parking information (available on a first-come, first-served basis) visit: www.innbythebay.com or call (800) 345-5050
- For more information on Portland: www.visitportland.com or www.portlandmaine.com

CONFIRMED WORKSHOPS TO DATE:

- “How to Become a General Services Administration (GSA) Federal Supply Schedule Contract Holder” by Deborah Tarleton, Business Specialist, GSA, New England Region, Small Business Utilization Center, Boston, MA.



- “Surety Bonding” by U.S. Small Business Administration (SBA) Representatives.



- “Housing and Economic Development” by Dennis Corrigan, Director, New England Partnership Office, Fannie Mae.



- “Small Business Innovative Research (Grant) Program” by U.S. Department of Transportation Program Director.



- “Government Contracting 101—The Basics” by Rick Alexander, Director, Maine Market Development Center (Procurement Technical Assistance Center) Representative.



- “Resources for Preparing To Do Business with the Government” by Jean Casey, Business Counselor, Maine Small Business Development Centers.



- “Supporting Veterans and Business through a World of Opportunities” by Gail Wegner, Deputy Director for Veterans Enterprise in the U.S. Department of Veterans Affairs (VA) and Frank Soares, Chairman Emeritus of the The Veterans Corporation (TVC).



- Workshop topics and speakers will also be posted on HUD’s Maine State Website as they are confirmed: www.hud.gov/local/?state=me

REGISTRATION INFORMATION:

This conference is free, but space is limited. Registrations will be accepted on a first-come, first-served basis. There are four ways to register: MAIL, FAX, EMAIL, and TELEPHONE. The **REGISTRATION DEADLINE is August 7, 2003.** Separate registration information for each person attending requested.

For MAIL registration, please return this form to:

**U.S. Dept. of HUD, New England Regional Office
ATTN: New England Business Economic
Development Day Conference
10 Causeway Street, Room 301
Boston, MA 02222-1092**

Or FAX to: (617) 565-6558

Name: _____

Organization: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email: _____

*Bag Lunch provided by hotel at nominal cost

For EMAIL registration, please provide the information requested above to:

Portland_BEDD@hud.gov

Or register by TELEPHONE at:

(617) 994-8210

Contact the New England Business Economic Development Day (BEDD) Information Line for more information about this conference at: **617-994-8210.**